

SCHOOL DISTRICT	COUNTY	APPLICATION NUMBER
PROJECT NAME	TYPE OF APPLICATION <input type="checkbox"/> STANDARD <input type="checkbox"/> SELF-CERTIFIED	

All documents must have original signatures.

GENERAL INSTRUCTIONS

Applicants completing the Form SAB 500, Justification Document for new construction, will find this checklist useful in determining their construction eligibility under the State Lease-Purchase Program. Self-certifying applicants are required to complete this form and attach it to the Form SAB 500 enclosed with the Phase I Checklist. Applicants using the standard application procedure who have elected to complete the Form SAB 500 are not required to forward this form to the Office of Public School Construction (OPSC); however,

following the step-by-step procedure will help the applicant district discuss its eligibility and planning options with the OPSC.

The following certification of procedure applies to the Form SAB 500 Justification Document dated _____ 19 _____ based on a ☐ 3/4 ☐ 5/6 projection of the _____ (year) ☐ CBEDS ☐ Spring enrollment as reported on the Form SAB 411B, Enrollment Certification.

ASSIGNING UNITS OF ADA USING STATE LOADING STANDARDS

Units of average daily attendance (ADA) are assigned to each school facility as follows:

☐ The number of ADA served in all existing classrooms and laboratories has been computed in accordance with State loading standards (see the Lease-Purchase Applicant Handbook, "State Loading Standards," pages 3-A-33 through 3-A-35).
Note: Classrooms and laboratories between 800 and 500 square feet may be shown to serve fewer ADA than standard. The reduced loading is determined by dividing the actual size of the teaching stations by 30 for elementary (K-6 or K-8 when grades K-8 are combined with grades 7 and 8) or 32 for secondary facilities (any combination of grades 7-12), rounding to the nearest whole number.

☐ Resource Specialist Program classrooms of 500 square feet or more and not constructed under a State program have been identified and loaded as either standard or special day classrooms.

☐ Facilities constructed, reconstructed or modernized under the Lease-Purchase Program have been designated and loaded as they were constructed, reconstructed or modernized (for example, "classroom," "laboratory," "library").

☐ Each grade grouping ("1-3", "7-8", and so forth) has been loaded in existing and proposed schools according to the relative percentage each occurs in the enrollment projection used for the justification document.
Note: If projected "4-6" grade students (ADA) constitute 42 percent of the projected elementary ADA total, then approximately 42 percent of the students loaded into existing K-6 teaching stations need to be "4-6" graders. Likewise, if new elementary classrooms are justified, approximately 42 percent of the students loaded in proposed elementary teaching stations are to be "4-6" grade students. One exception to this rule pertains to kindergartners:
The calculated ADA capacity of existing kindergartens, as "kindergartens" are defined in the California Departments of Educaton's Title 5 Regulations, should be used even though this figure may represent fewer kindergartners than their proportion in the projection of K-6 enrollment. On the other hand, if there are more kindergartens existing than there are projected kindergarten ADA, then those kindergartens that cannot be loaded must be shown to serve other students, using the State Loading standard for those students.

- ☐ After all ADA in a particular grade grouping have been fully loaded into existing facilities and there has remained enough ADA to fill a remaining classroom or laboratory partially, that classroom or laboratory has been loaded as a combination class with available unhoused ADA from the corresponding elementary, intermediate or high school grade classifications.
- ☐ All existing schools and facilities, including unused schools and school sites and District Administration sites and facilities are shown on either Form SAB 526 or Forms SAB 525 and summarized on Form SAB 500.
- ☐ Resource Specialist Program enrollment reported on the Form SAB 411B Enrollment Certification has been loaded in the proposed schools as applicable (see the Lease-Purchase Applicant Handbook 1992, pages 3-A-42).
- ☐ All existing adequate facilities have been reported loaded to capacity, and the remaining projected ADA have been reported as "to be housed."
- ☐ The existence of adequate school facilities in adjacent districts has been investigated and found ☐ available ☐ unavailable. If any teaching stations belonging to another educational agency are being utilized by the District, the students (ADA) served in those facilities have been deducted from the District's projected ADA.
- ☐ The interdistrict transfer adjustment, if required, has been made to the District's projected ADA (see the Lease-Purchase Applicant Handbook 1992 pages 3-A-32 and 33).
- ☐ The number of students in each grade group receiving operational grant money for year-round multi-track programs has been subtracted from the projected ADA in those grade groupings which are available to be loaded in existing and proposed facilities
- ☐ The total number of ADA "adequately housed" and "to be housed" for each grade group does not exceed the applicable enrollment projection as specified on the Form SAB 411 Enrollment Projection, less the number of students in each grade group receiving operational grant money for year-round multi-track programs.

COMPUTING MAXIMUM ALLOWABLE BUILDING AREA

☐ Area entitlement and bonuses have been correctly computed and recorded on the Form SAB 500 Justification Document (see the Lease-Purchase Applicant Handbook 1992 pages 3-A-36 through 3-A-45).

COMPUTING EXISTING ADEQUATE SCHOOL CONSTRUCTION AREA

☐ SP-1A diagrams have been reviewed for accuracy and completeness and the facilities have been labeled according to their current use (see Lease-Purchase Applicant Handbook 1992 pages 3-A-10 through 3-A-25). (For applicants filing on the “traditional.” area method of calculating eligibility.)

☐ Teaching station schematics and Forms SAB 511 have been reviewed for accuracy and completeness and the facilities have been shown according to their current use (see Lease-Purchase Applicant Handbook 1992 pages 3-A-49 through 3-A-51. (For applicants filing on the “alternate,” teaching station count method of calculating eligibility.)

☐ Exclusions from existing adequate area have been properly identified on 1A's and on Form SAB 500 and either Form SAB 526 or Forms SAB 525 (see Lease-Purchase Applicant Handbook 1992 pages 3-A-17 through 3-A-25).

PROPOSED SITE PURCHASES AND NEW CONSTRUCTION

☐ All school site acreage is shown built out (i.e. utilized) to full capacity, following the CDE Site Analysis and Development guidebook requirements, before new sites or site acreage additions may be justified.
Note: In the event a school site is not shown built out to full capacity, the district has attached to this certification a written narrative explaining why the capacity of the acreage should not be that indicated in the CDE Site Analysis and Development guidebook.

☐ Proposed eligible site acquisitions comply with California Department of Education Regulations (see California Code of Regulations, Title 5).



☐ New construction entitlement must first be utilized to build classrooms to serve unhoused ADA rather than library, multipurpose, and other core facilities.

☐ New construction entitlement generated from the exclusion of existing adequate area pursuant to Education Code Section 17742.5 (f) or from the differential between a recognized District loading standard and the State loading standard must first be utilized to build any additional classroom required by either the exclusion or the Districts loading policy.

☐ Proposed new construction agrees with the Districts application or amended application, Form SAB 506, and the architect's plans.

CERTIFICATION (Self-Certifying Applications only)

We certify that the Governing Board has reviewed this form and supporting documents, that the contents properly set forth the request of the District for funding under Chapter 22, Part 10, of the Education Code, and that the information contained herein is true and accurate to the best of our knowledge and belief. In making this certification, we are aware of Section 17741.2 of the Education Code and Section 12650 and following of the Government Code which provide for penalties when material inaccuracies are found including the imposition of treble damages for making false claims against the State . Submission of this form was authorized by Board action on _____ , 19____ .

SIGNATURE OF PRESIDENT/CHAIRPERSON 	TITLE	DATE
SIGNATURE OF SECRETARY/CLERK 	TITLE	DATE